

# **EWHURST BOWLING CLUB**

## **CLUBHOUSE CLEANING**

As members we are responsible for keeping the Clubhouse clean and in good order.

To ensure an organised approach the Clubhouse is cleaned etc. every week by a team of two or three members, as determined by a rota produced at the beginning of the season and posted on the notice board.

**IF YOU CANNOT CLEAN THE WEEK YOU ARE SCHEDULED PLEASE ARRANGE TO SWAP WITH ANOTHER MEMBER AND MARK UP THE ROSTER ACCORDINGLY.**

A list of the weekly tasks is displayed on the Noticeboard, and associated page.

Supplies of paper towels, toilet rolls etc. can be found in the cupboard at the end of the Clubhouse.

The cleaning can be carried out at any time in the given week convenient to the named members and at a **TIME WHEN THE CLUBHOUSE IS NOT IN USE**. For example, it would not be convenient to clean if a Short Mat session is in progress, a home game or a committee meeting is scheduled. etc.

We could set aside a slot each week for the cleaning to ensure no clashes without checking but that would be sure to prove a problem for members that cannot do a Friday morning, or whatever time and day was picked.

The only way of ensuring the maximum flexibility is for one of the cleaning team to visit the club and check the rink and roll-up diaries and note the available time slots and then agree with the rest of the team. Enter the cleaning time in the diaries. The rink and roll-up diaries are kept on the table on the left inside the front door.

We can be proud of our facilities and the effort that goes into keeping them in good order.

# **EWHURST BOWLING CLUB**

## **CLUBHOUSE CLEANING CHECK LIST**

### **Main Area**

- Tables wiped
- Remove dead flies from window sills
- Main vinyl floor spot cleaned and swept as necessary
- Carpet in social area and entrance lobby vacuum cleaned (*please use the upright vacuum cleaner for this, but if you have any problems with this use the Henry instead and let Mike White know on 01483 274720*)

### **Toilets and Changing Rooms**

- Spare toilet rolls provided
- Paper towel dispensers refilled as necessary
- Waste bins emptied
- Toilets, basins, urinals and mirrors cleaned and disinfected
- Floors in toilets and changing areas swept and washed (*the steam cleaner can be used - please take away the mop head to wash (there are two mop heads)*)

### **Kitchen and Bar**

- **Tea towels removed for washing, and replaced**
- Top up paper towels
- **Waste bags removed for disposal at home and new bin liners fitted**
- Empty cans and bottles removed for recycling at home
- Kitchen and bar surfaces cleaned with Dettol type spray
- Floors of kitchen and bar washed
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- **Finally**
- Curtains drawn
- Bar locked and **ALL** lights off
- Alarm set and Clubhouse locked